

HONOR GUARD AND FUNERAL DETAIL



FUNCTION CODE: 1152

EFFECTIVE DATE: 10-15-97

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I. Policy

It is the policy of this department to maintain a permanent Honor Guard to conduct funerals of deceased Montgomery County police officers (active and retired) **and active civilian employees**, and to conduct other ceremonial details as designated. The Honor Guard will also officially represent the department at funerals of officers of other jurisdictions as directed.

II. Composition of the Honor Guard

- A. The Honor Guard will be comprised of volunteer officers from the department at large. Selection emphasis will be on personal appearance and grooming.
- B. The Honor Guard will be organized as follows:
 - 1. Officer In Charge - Captain;
 - 2. Assistant Officer In Charge - Lieutenant;
 - 3. **Bugler/Bag Pipes - Shall consist of designated officers, as necessary, rendering honors at the cemetery;**
 - 4. **Casket Watch - Shall consist of members of the Ceremonial Honor Guard and commences with the formal viewing at the church or funeral home;**
 - 5. Color Guard - **Shall consist of members of the Ceremonial Honor Guard performing the Presentation of Flags at the church and cemetery;**
 - 6. Firing Squad - **Shall consist of members of the Ceremonial Honor Guard rendering twenty-one rifle/shotgun salute at the cemetery;**

- 7. **Formal Flag Folding - Shall consist of members of the Ceremonial Honor Guard performing the ceremony at the cemetery and presentation of the flag to the family by the Chief of Police or highest ranking officer in attendance;**
- 8. **Police Escort - Shall consist of designated motorcycle officers to escort family members and the deceased from the funeral home to the church and cemetery; and**
- 9. **Pall Bearers - Shall consist of members of the Ceremonial Honor Guard or non-ceremonial honor guard officers utilized as casket bearers at the church and cemetery.**

Note: The number of Ceremonial Honor Guard members participating in each detail shall be at the discretion of the Officer In Charge.

III. Duties and Responsibilities

- A. The Honor Guard will be utilized at the direction of the Chief, Field Services Bureau (or higher authority), or in his absence, the OIC of the Honor Guard.
- B. The Honor Guard will arrange and conduct all funerals of active and retired Montgomery County police officers in accordance with the wishes of the next of kin. This may include the casket watch, ceremonial aspects of the funeral service and interment, coordinating traffic control, motor escort, and assisting the family with transportation and other needs.
- C. Acting as official representatives of the department, members of the Honor Guard will attend funerals of police officers of other jurisdictions who are killed in the line of duty **or under other circumstances as approved by the Chief, Field Services Bureau (or higher authority), and the OIC of the Honor Guard.** Those funerals to be attended and the number of Honor Guard officers attending will be decided by the Chief, Field Services Bureau (or

higher authority), and the OIC of the Honor Guard.

- D. The Chief, Field Services Bureau (or higher authority), and the OIC of the Honor Guard will decide how many officers (who are not members of the Honor Guard) shall attend the funeral of an officer in another jurisdiction. Those officers shall be under the command of the OIC of the Honor Guard and shall drive county vehicles to the funeral. The OIC shall designate a meeting place, time, and uniform (to be communicated via teletype) in order to organize the contingent before leaving for the funeral. Any officer not attached to the contingent, but who wishes to attend the funeral, may do so on his own time, in civilian clothes, and in his own vehicle.
- E. Members of the Honor Guard, and particularly the Color Guard Detail, may be directed to attend various other ceremonial functions, such as parades, as official representatives of the department.
- F. Commanders desiring participation by the Honor Guard shall coordinate their requests via the OIC of the Honor Guard.

IV. Honors Accorded

- A. Active Duty Honors
Any Montgomery County police officer who dies while on active duty will be accorded Active Duty Honors if requested by the next of kin. This will include the casket watch during viewing, military courtesy at the funeral service, firing squad, taps, military flag fold and presentation, and full motor escort. (See *Appendix A*)
- B. Retired Honors
Any retired Montgomery County police officer who dies will be accorded Retired Honors if requested by the next of kin. This will include firing squad, taps, and military flag fold and presentation. Military courtesy at the funeral service and the size of the motor escort will be dependent upon estimates of the number of uniformed officers in attendance. (See *Appendix A*)
- C. Civilian Employee/Active Honors

Any active civilian employee who dies will be accorded Civilian Employee/Active Honors if requested by the next of kin. This will include pall bearers, color guard, and motor escorts. (See Appendix A)

- D. At the direction of the Chief, Field Services Bureau (or higher authority), Active Duty Honors may be accorded retired personnel under exigent circumstances, such as the death of a retired Chief, death of a retired officer while assisting active duty officers, etc. (See *Appendix A*)

V. Practice Sessions

The Honor Guard will hold practice sessions of at least one day on a quarterly basis.

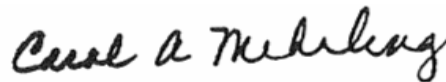
VI. Communications Division Responsibility

- A. The Communications Division will immediately notify the OIC or Assistant OIC of the Honor Guard upon learning of the death of any active or retired Montgomery County police officer.
- B. The Communications Division will direct copies of all teletypes regarding the deaths of police officers of other jurisdictions to the OIC or Assistant OIC of the Honor Guard as soon as they are received.

VII. Proponent Unit: FSB Administration

VIII. Cancellation

This directive cancels Function Code 1152, effective date 08-15-91.



Carol A. Mehrling
Chief of Police

HONOR GUARD AND FUNERAL DETAIL
SERVICES PROVIDED BY THE DEPARTMENT

Service	Line of Duty	Active/Not Line of Duty	Retired Officer	Civilian Employee/ Active
Honor Guard/Flag Fold	Yes	Yes	Yes	No
Honor Guard/Casket Watch	Yes	Yes	Yes	No
Taps and/or Bagpipes	Yes	Yes	Yes	No
Rifle Squad	Yes	Yes	Yes	No
Pall Bearers	Yes	Yes	Yes	Yes
Color Guard	Yes	Yes	Yes	Yes
Motor Escorts	Yes	Yes	Yes	Yes
Flags at Half Staff	Yes	No	No	No

Note: All services provided are subject to command decisions and manpower needs.

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